



(DATE)

Indiana Housing and Community Development Authority  
Attn: Multi-Family Manager  
30 South Meridian Street, Suite 1000  
Indianapolis, IN 46204

Re: (Development Name)  
(BIN#)  
(Name of Ownership Entity)  
(Owner's TIN#)

Pursuant to Section 42(g)(8)(B), the owner of the above-referenced property, \_\_\_\_\_  
(the "Owner") hereby requests authorization from the Indiana Housing and Community  
Development Authority (IHCDA) to apply for the annual income re-certification waiver  
for the captioned property.

Owner recognizes that there is not a guarantee the Internal Revenue Service (IRS) will  
issue a waiver in response to our request.

Owner understands that IHCDA will continue to require an annual certification of student  
status under its monitoring procedure and the waiver does not exempt the Owner from the  
record keeping and certification requirements of Section 1.42-5 for the verification of  
annual income of a tenant upon the tenant's initial occupancy of any unit in the building.

Owner is still obligated to continue the annual re-certification of tenant income/assets  
until a waiver acceptance notice is received from the Internal Revenue Service.

The completed and signed "Application for Re-certification Waiver Information" form  
and application fee of \$150.00 is enclosed.

Sincerely,

(Authorized signatory)  
(Entity Name)